

**EXHIBIT C**

**DESIGN GUIDELINES**

**Manor Estates**

**DESIGN GUIDELINES**

February 25, 2025

## **I. PURPOSE**

The purpose of establishing the Design Guidelines is to maintain desired level of site development through harmonious relationships and consistent components among all land tracts in MANOR ESTATES (the “Development”).

These guidelines shall apply to all properties within the Development and are in addition to the laws and ordinances of City of Loganville. All standards set forth herein are subject to federal, state and local laws.

## **II. DESIGN REVIEW BOARD**

No exterior improvements shall be made on any site without written approval of the Design Review Board of the Development (the ‘DRB’). All plans and specifications for site improvement shall be submitted to the DRB in accordance with the procedure outlined below.

### **Formation of the DRB:**

The DRB shall initially consist of the Declarant as identified in the Declaration of Easements, Covenants, and Restrictions for Manor Estates (the “Declaration”) to which these Design Guidelines are attached. Declarant shall have the right to assign to the Association (as defined in the Declaration) the right to select three (3) Owners to be future representatives to control the DRB (after which time the Association shall choose successor members of the DRB.)

### **Initial Submission:**

Each applicant shall first submit schematic design plans for preliminary review by the DRB. The submission shall consist of the following minimum requirements:

- Site Plan including location of building with square footage, building setbacks, parking layout and number of spaces, drives, entrances, site walls, dumpsters, fences, tree survey, proposed use, phases, if any, and utility services.

- Floor plans.

- Elevations indicating materials and building height.

- Any additional information that has significant impact on the site.

- Consultants contact information.

- Signage and location.

The DRB shall review and respond to the applicant within twenty (20) days of receipt of the above required information.

**Final Submission:**

Each applicant shall submit final and completed plans and specification to the DRB for review. Required information shall include the following:

Complete set of construction documents, including drawings and specifications as submitted to City of Loganville for Civil, Architectural, and Landscape construction with City of Loganville Permit Approval Stamp. For single family residential home or Town Home lot construction a site plan with Grades, and architectural floor plan is acceptable where the development has been approved and infrastructure is existing. For new sections of subdivision, the development must comply with the master site plan.

Building construction shall submit Color samples and materials along with the building elevations of all exterior materials.

The DRB shall review and respond to the applicant withing twenty (20) days of receipt of the above required information.

**Changes after Final Submission:**

If the applicant desires to make a change to any of the site improvements represented in the final submission and approved by the DRB, the applicant shall resubmit the appropriate documents which completely describe the intended change(s). The change(s) shall be clearly identified with clouded changes and shall be accompanied by a written narrative describing the change(s). The DRB shall review and respond to the submission within ten (10) days.

**Fees:**

There is no fee established for the review. The Board of the Association or Declarant (during the declarant period) has the right to establish a review fee.

**III. ZONING RESTRICTIONS AND STIPULATIONS**

All development activities within the development must adhere to any restriction contained in the application City of Loganville regulations, or as later amended or approved by the applicable zoning board. Each Owner must follow the most restrictive requirements found within the Design Guidelines and the City of Loganville Zoning Restrictions and Stipulations including but not limited to the following:

1. There shall be no tenant vehicles or vehicles of any type parked in front of the Development, or owners' property or individual members of the association or sub association containing tenant identification signage or advertising signage. Additionally, there shall be no vehicles parked in front of any owner or member or sub member a "for sale sign" posted thereon.
2. All HVAC equipment ground mounted or roof top shall be screened from the frontage or street view.
3. Except as shown on the Site Plan attached to the Declaration, there shall be **no cell towers** and no satellite dishes greater than thirty-six (36) inches in diameter.
4. All petitions for rezoning or special use permits must be authorized by the DRB prior to submission to City of Loganville.

#### **IV. SITE PLANNING**

Site planning shall adhere to the latest amended zoning conditions set forth by City of Loganville and adhere to all applicable codes and restrictions from local, state, and federal authorities. Building Setbacks, Floor / Area Ratio, and Parking shall be constructed as approved by City of Loganville or as made part of the Condition of the Master Community zoning.

#### **V. SITEWORK AND GRADING**

Grading shall be designed to avoid adverse impact on adjacent properties and to preserve existing topographic features and to provide positive drainage.

No grading in the street right of way shall be permitted without approval of the DRB. Terracing shall be provided by retaining walls where the maximum slope cannot be maintained or is not adequate. Retaining walls shall be constructed of material compatible with the building architecture. Modular retaining wall systems are permissible, color and texture shall be approved by the DRB in advance. Concrete masonry units or grey modular walls are not permitted.

Surface water runoff shall be detained by means of on-site master Detention / Retention facilities in accordance with the requirements of City of Loganville.

## **VI. HEIGHT LIMITATIONS**

The maximum height of buildings shall be as approved by City of Loganville zoning conditions and are not to exceed Three (3) stories without written approval of the DRB.

## **VII. SERVICE AREAS**

No loading, service, or outside storage shall be permitted between the front of the primary building or structure to be located upon the lot and the main front street boundary, except as approved by the DRB. All loading and material handling shall be handled expediently in order to avoid extended obstruction and/or unnecessary congestion in or around the primary building or structure to be located upon the lot. All loading, service, trash containers, and outside storage areas shall be screened from view of streets, parkways, and other lots with berms, natural vegetation, or other screening, or a combination thereof, at least six feet (6') in height. Exterior areas which must be secured for safety or security purposes, excluding storm Detention / Retention areas, shall be located between the rear exterior of the primary structure or building and the rear boundary of the lot.

## **VIII. SITE LIGHTING**

All lights for purposes of illuminating parking lots located upon each lot shall be environmentally.

## **IX. UTILITIES**

All permanent utility lines shall be underground, except as may otherwise be approved by the DRB.

Group utility meters with transformers where possible.

Unless otherwise approved by the DRB, Utility appurtenances including telephone pedestals, utility meters, irrigation system backflow preventers, transformers, etc., shall be screened in commercial areas with landscaping or located so as not to be visible from adjacent properties, public streets, and pedestrian walkways.

## **X. ARCHITECTURAL DESIGN**

All exterior facades of residential buildings shall comply to the standards of Community as listed below shall be required to obtain prior written approval of the DRB but shall follow the architectural theme of the adjacent community with in the development.

The categories listed below are as shown on the official zoning Site plan.

## 1) Townhome

### **Townhome Community Standards**

#### Setbacks

Front: 35 feet(no rear access)

Side: 20 feet(between building)

Rear: 20 feet

#### Size

Minimum heated floor area 1,400 sf

#### Architectural Standards

- a) Must have 3 differentiating architectural styles. No adjacent Townhouse units shall have identical Facades. Differentiation between adjacent Facades may be accomplished by a change in materials, building height, color, roof form or setbacks, provided that the appearance of a separate building is achieved.
- b) Shutters on at least two front windows, or other window accents as approved by the zoning administrator or his/her designee
- c) An architectural 6-panel door or a door with 50% glass and at least one side light
- d) Covered entry-way, stoop, or porch
- e) Arches, columns, gables or cornices
- f) Each side with at least one window
- g) Architectural shingles
- h) Roof accents can be architectural metal roofing.
- i) Eaves on sloped roofs that extend a minimum of 12 inches from the face of the building. Roof overhangs at gables that extend a minimum of six inches from face of the building.
- j) At least thirty-three percent (33%) of the exterior finish shall be one or more of the following materials: a. Brick b. Stone c. Wood d. Stucco e. Board and Batten f. Cedar shakes g. Cement (Hardi) style siding Appropriate similar product as approved by the zoning administrator or his/her designee
- k) Vinal siding is prohibited

## **XI. LANDSCAPING**

Landscaping with in the development will be classified as 1) natural landscaping or 2) manicured landscaping. The manicured landscaping shall adhere to the below standards. The natural landscaping areas are to be a controlled overgrowth

so that the overgrowth is a benefit to the community and intended to keep a natural character and beauty but usable to the members.

**Manicured:**

All landscaping within the Development shall be professionally installed and maintained. The use of Virginia pines, Ulmus species, Quercus species, Ginko, Platanus species, Redbuds, Carolina Silverbells, and Cherry are recommended. The use of hardwood shade trees in park areas and parking islands, excluding Acer species, is encouraged.

All landscaped areas shall be irrigated; irrigation systems shall be professionally installed and maintained. All irrigation systems shall be below ground and fully automated. All control devices shall be screened from public streets. Irrigation systems are not required in distributed areas, or areas to be restored.

. All landscaped areas shall be professionally installed and maintained. All areas within road-right-of ways shall be irrigated. All grass within the road right of ways shall be fescue or turf, and shall be installed as sod.

**XII. GENERAL MAINTENANCE**

**Undeveloped Areas:**

Undeveloped areas, held in reserve for future building or pavement development, need not be irrigated or fully landscaped until building or paving improvements are made. These undeveloped areas, if disturbed, shall as a minimum be seeded with turf mix and erosion control devices as needed to maintain and keep existing soil within the undeveloped area and away from common areas, and these areas shall be moved and maintained by the Owner of such Parcel.

The Owner of such Parcel is responsible for removing any rock, gravel, trash, soil, and dead or damaged landscape material deposited from the undeveloped areas onto the adjacent properties, conservation areas, common areas, and public right-of-ways. The Owner of such Parcel shall remove trash, rubbish, erosion control fence and tree fence, dead or diseased plant material and equipment left idle, from undeveloped areas in a timely manner.

**Developed Areas:**

Each Owner/Permitee is responsible for maintaining its Parcel in a neat and well-kept manner. Each Owner/Permitee shall be responsible for the timely removal of disease or dead plant growth and the replacement of same subject to reasonable requirements for planting and growth.

The Owner/Permitee of each Parcel shall continually repair, keep and maintain the Parcel to the point of the curb line of adjacent streets, and shall repair, keep and maintain all parking lots, streets, and structures in a safe, clean, neat and sanitary condition, and shall comply in all respects with all governmental zoning, health, environmental, fire, and police requirements. Each Owner shall remove any rubbish of any character which may accumulate on his or its property and adjoining common area.

During construction of any structure on any Parcel, the Owner thereof shall keep any construction site free of unsightly accumulation or trash, debris, rubbish, and scrap materials; and construction materials, trailers, shacks, and the like employed in connection with construction activities shall be kept in a neat and orderly manner at all times. The Owner of such Parcel shall construct temporary fencing and or barriers to isolate all construction activities from areas of public access. Each owner shall be solely responsible for soil erosion and siltation damage by their construction or lack of ongoing land maintenance activities.

Prior to any period that an Owner is prosecuting any construction, installation, maintenance, repair or replacement activities required or permitted on a Parcel, such Owner shall maintain or cause to be maintained in full force and effect commercial general liability insurance with respect to such activities with a combined single limit of liability of not less than One Million Dollars (\$1,000,000.00) for bodily injury to or personal injury or death of any person and consequential damages arising therefrom, and for property damage arising out of any one occurrence, and the Declarant shall be an additional insured under such policy. The aforesaid limits may be met through a combination of an Owner's primary coverage and umbrella and/or excess coverage. Each Owner shall further maintain adequate worker's compensation insurance at all times during such construction activities in the minimum statutory limits required by the State of Georgia. Such insurance shall be procured from a company licensed in the State of Georgia and shall be rated by Best's Insurance Reports not less than A-/X. Such insurance shall provide that it shall not be cancelable without thirty (30) days prior, written notice to additional insureds.

### **XIII. SUBMISSION OF UTILITY DRAWINGS**

#### **Interior Directional Signs:**

Each Owner shall be permitted to erect permanent building identification signage within the boundaries of the Parcel. Each building shall be ground based and must be approved by the DRB prior to installation. General sign specification requirements and guidelines required by the DRB shall be supplied to Owners upon request. All signs within the Developments shall follow all applicable municipal codes, restrictions, and stipulations.

#### **Monument Signs:**



One or more project identification monument signs may be constructed at the project by the Declarant. The monument sizes and designs are subject to approval by City of Loganville and the DRB. One or more identification spaces for a Parcel use may be provided on the monuments, subject to acceptance and approval of the BRD, municipal requirements, and applicable fees.

## **EXHIBIT D**

### **LIST OF ALLOWED USES**

1. All uses in the RM-6 District.